

2 December 1966

MEMORANDUM FOR: Director of Medical Services

SUBJECT : "Alcoholism, A Supervisory Guide"

1. The Committee on Alcohol further considered on 28 November 1966 the matter of the Navy document, "Alcoholism, A Supervisory Guide," from the standpoint of suggesting a reply to the query which the Director of Personnel has directed to you.

2. It is the opinion of the Committee that the issuance of such a "guide" by the Office of Personnel on the matter of supervisors carrying out existing Personnel policy as noted in [redacted] paragraph 1(e) and [redacted], paragraph 2a(1) with respect to alcohol is appropriate. It would further seem that the use of this Supervisory Guide, with suitable modifications pertaining to this Agency, would be a helpful tool in assisting supervisors in applying existing regulations to the problem of alcohol. Specific modifications from the medical point of view should be discussed with the Office of Medical Services before issuance. The issuance of such a Personnel Guide should be effected only after more detailed planning with the Medical Office as to timing and implementation.

3. There is some question as to just how such action by the Office of Personnel would relate to the ongoing interest in the matter of alcohol on the part of the Medical Office. It is probable that existing mechanisms--including the proposed Counseling Service--for referring individuals with alcoholic problems to the Medical Office would continue to be utilized.

4. The Committee therefore recommends the issuance of the Navy's Supervisory Guide, with appropriate modifications, by the Office of Personnel. It is further recommended that beforehand discussions between the Office of Medical Services and the Office of Personnel be held for the purpose of determining specific modifications to the "guide" and referral procedures.

[redacted]
Chief, Psychiatric Staff
Chairman, Committee on Alcohol